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## Job details

Job 1 of 1

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- Plans, assigns, and evaluates the work of subordinate staff; monitors quality and quantity of work and takes corrective action as necessary.
- Develops and monitors policies and procedures governing pharmacy operations.
- Resolves pharmacy related issues in the provision of medication-related patient care that cannot be resolved at lower levels.
- Oversees the ordering of medications, supplies, and equipment necessary to provide pharmacy services.
- Develops, implements and monitors pharmacy-related contracts, including those with commercial pharmacies, laboratories, pharmaceutical manufacturers and foundations, and pharmacy benefits management services.
- Represents the Department regarding pharmacy issues in contacts with other agencies, institutions and individuals within or outside the County.
- Develops and analyzes data relative to pharmacy and laboratory use and expenditures in order to assess and make recommendations concerning departmental performance, practices, fiscal plans and budget.

**Requirements** Minimum Requirements:  
Two years' experience at the level of the Los Angeles County class of Pharmacy Services Chief I\* or Pharmacy Supervisor I\*\*.**Physical Class** **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.**License(s) Required** A license to practice as a Registered Pharmacist issued by the California State Board of Pharmacy.\*\*\*

**Desirable  
Qualifications**

Credit will be given to applicants who possess **DESIRABLE** qualification and indicate so on their supplemental information form.

- Experience with pharmacy benefits management and techniques.
- Experience with electronic health records (EHR), electronic prescribing, and electronic monitoring.
- Clinical and administrative experience in working in public healthcare systems.
- Experience in leading workgroups and multiagency team efforts.
- Experience in fiscal management, including contracts and budget.

**Special  
Requirement  
Information**

\*Experience at the level of Pharmacy Services Chief I in the County of Los Angeles is defined as independently plan and organize pharmacy operations within the general framework of established facility procedures and professional standards, resolve issues related to appropriate use of drugs, and coordinate pharmacy services with other patient care activities. In addition to performing administrative and supervisory duties, these positions may provide direct pharmacy services as part of their overall duties.

\*\*Experience at the level of Pharmacy Supervisor I in the County of Los Angeles is defined as plan and implement pharmacy operations and procedures within the general framework of established facility procedures and professional standards, resolve day-to-day issues related to appropriate use of drugs, and coordinate pharmacy services with other patient care activities. In addition to performing the full range of supervisory duties, incumbents may provide direct pharmacy services as part of their overall duties.

\*\*\* License/Certificate Information: Please be sure to write the title of the required license, the license number, date issued, date of expiration, and the name of the issuing agency as specified in the Minimum Requirements. Attach a copy of the required license or certificate of compliance to your application **AT THE TIME OF FILING**. Applications submitted without the required evidence of licensure or certification will be considered incomplete until such information is provided. The original license must be presented during the selection process and/ or prior to appointment.

**Examination  
Content**

This examination will consist of an evaluation of training, experience and desirable qualifications based upon application information and supplemental application, weighted 100%.

Candidates must achieve a passing score of 70% or higher to be placed on the eligible register.

**Vacancy  
Information**

The resulting eligible register for this examination will be used to fill a vacancy in the Department of Mental Health, Office of the Medical Director.

**Eligibility  
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every (12) months.

**Available Shift** Any

**Application and Filing Information** APPLICATIONS AND SUPPLEMENTAL FORM MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

Fill out your Application Form and Supplemental Application Form completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

Click on the following link to assess the Supplemental Application Form:

[http://file.lacounty.gov/dhr/ehr/cms1\\_175897.doc](http://file.lacounty.gov/dhr/ehr/cms1_175897.doc)

**INSTRUCTIONS FOR FILING ONLINE:** To apply online, click on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g. Supplemental Application Form, licenses, Official Transcripts, Resume) AS ATTACHMENT(S) AT THE TIME OF FILING. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include your name, exam number and exam title on faxed documents.

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Please fill out the application and supplemental application form completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name Job posting preview and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified

persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Celia Yeung
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<b>ADA Coordinator Phone</b>	(213) 738-2823
<b>Teletype Phone</b>	(800)735-2922
<b>California Relay Services Phone</b>	(800)735-2922
<b>Job Field</b>	Health Other
<b>Job Type</b>	Professional

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